

STANDING ROCK SIOUX TRIBE



RECORDS AND FILES DISPOSITION MANUAL

ADOPTED BY: STANDING ROCK TRIBAL COUNCIL ON MARCH 2, 2005

RESOLUTION NO. 258-05

WHEREAS, the Standing Rock Sioux Tribe is an unincorporated Tribe of Indians, having accepted the Indian Reorganization Act of June 18, 1934, with the exception of Section 16; and the recognized governing body of the Tribe is known as the Standing Rock Sioux Tribal Council; and

WHEREAS, the Standing Rock Sioux Tribal Council, pursuant to the amended Constitution of the Standing Rock Sioux Tribe, Article IV, Section 1[c], 1[h], and 1[o], is empowered to promote and protect the health, education and general welfare of the Tribe and its members; to authorize and direct subordinate boards, committees or Tribal Official, to administer the affairs of the Tribe; and to safeguard and promote the peace, safety, morals, physical and general welfare of members of the Tribe; and

WHEREAS, the Standing Rock Sioux Tribe is responsible for the collection, retention, disposition and archival of all records that are generated by the Tribe and its Departments; and

WHEREAS, the Standing Rock Sioux Tribe recognizes and accepts the responsibility to provide for a mechanism to collect, retain, dispose and archive those records through the development of a Records and Files Disposition Manual; and

WHEREAS, the Records and Files Disposition Manual addresses those files or records which must be retained by the Tribe for historical purposes and also addresses those files and records that are no longer needed by the Tribe; and

WHEREAS, the Records and Files Disposition Manual delegates the Tribal Recording Office with responsibility to administer the Manual and the manual is in the best interest of the Tribe.

NOW THEREFORE BE IT RESOLVED, that the Standing Rock Sioux Tribe hereby adopts and approves of the Records and Files Disposition Manual as presented; and

BE IT FURTHER RESOLVED, that the Tribe's Recording Department is officially delegated the responsibility for maintaining the records of the Tribal Council and other records of the Tribe and Tribal Departments as set forth in the Records and Files Disposition Manual; and

BE IT FURTHER RESOLVED, that the Chairman and Secretary of the Tribal Council are hereby authorized and instructed to sign this resolution for and on behalf of the Standing Rock Sioux Tribe.

CERTIFICATION

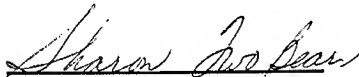
We, the undersigned, Chairman and Secretary of the Tribal Council do hereby certify that the Tribal Council is composed of **[17]** members of whom 17 constituting a quorum, were present at a meeting thereof, duly and regularly, called, noticed, convened and held on the 2nd day of **MARCH, 2005**, and that the foregoing resolution was duly adopted by the affirmative vote of 13 and with 0 opposing, and with 4 not voting. **THE CHAIRMAN'S VOTE IS NOT REQUIRED, EXCEPT IN CASE OF A TIE.**

DATED THIS 2nd **DAY OF MARCH, 2005.**

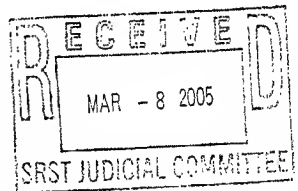


Charles W. Murphy, Chairman
Standing Rock Sioux Tribe

ATTEST:



Sharon Two Bears, Secretary
Standing Rock Sioux Tribe



[Official Tribal Seal]

Meeting Date: 03-02-05
Motion No. 31

**STANDING ROCK SIOUX TRIBE
RECORDS AND FILES DISPOSITION MANUAL**

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INTRODUCTION

STANDING ROCK SIOUX TRIBAL RECORDS, PRESERVING A RICH HERITAGE

Historical documents such as Indian Treaties which defined original reservation boundaries are the basis for many present-day court settlements. These documents may be worth millions to the Standing Rock Sioux Tribe. Our preservation continues to play a major role in the outcomes of Indian claims. Since these records directly affect the lives of our people, the importance of a good records disposition program cannot be over emphasized.

The Recording Department is responsible for maintaining records of the Tribal Council. The records of the Tribal Council are in the form of Tribal Council Resolutions, Ordinances and Minutes. It is the purpose of this manual to preserve those documents in perpetuity. They shall always be available and categorized by the Recording Department. Inspection and copying of these records will be available to the enrolled membership of the Standing Rock Sioux Tribe.

Other records of the Tribe and Tribal departments will be retained for specified periods of time, as set forth in this Manual. This Manual and the Tribal Code of Justice are to be utilized to determine the appropriate retention period. Access to all Tribal documents or records cannot be made to the enrolled membership, because of their confidential nature. The confidentiality of these records may be controlled by this Manual, Tribal law and/or federal law. Questions concerning the origin of confidentiality should be referred to the Recording and/or Legal Department.

Definitions:

Confidential Records - Records, information or other Tribal documents which are clearly marked, "Confidential" or are designated by this Policy or Tribal Law, to be Confidential. Once it is determined that records, information or other Tribal documents are confidential, they are not to be disseminated, distributed or otherwise released, circulated or discussed by Tribal officials or employees, to the public. Tribal offices and employees which have responsibility for the collection, use and storage of confidential records, shall also have responsibility for the enforcement of this Policy and Tribal law relating to confidential records. Confidential records may only be released with consent or as otherwise provided for in this Policy or as provided by Tribal law.

Members of the Public - Enrolled members of the Standing Rock Sioux Tribe, regardless of residence.

Members of the public to whom the confidential records apply, shall have the authority and ability to consent, in writing, to the release of confidential records to third parties or have access to the confidential for inspection purposes only but shall not be allowed to make copies of the confidential records.

Restricted Records - Records, information or other Tribal documents which are not marked "confidential", or, are not designated as confidential by this Policy or Tribal law, but contain personal information or other information that is not for general release to the public. Members of the public to whom the confidential records apply, shall have the authority to obtain copies of the restricted records and the authority to consent in writing, to the release of the restricted records.

Right of Correction - Every individual who is given access to their own personal information is entitled to request correction of the personal information believed to contain error or omission. Each individual is also entitled to require that a statement of disagreement be attached to the information.

Personal Information - Includes an employee's date of birth, social security number, marital status, address and phone number, enrollment number.

Personnel Information - All Information contained in an employee's personnel file.

CHAPTER 1

GENERAL POLICIES AND OBJECTIVES

A. SCOPE

1. The disposition schedules contained in this Manual affect records that are in use, created, cutoff, or closed on or after January 1st, 2001. Files in a records series which were cutoff prior to this date but are part of and complete an active files which were in use as of January 1st, 2001, shall also be disposed according to this Manual.
2. Records which were ready for disposition, the material of which does not complete an active file, shall use the schedules contained in the Supplement #1 for disposition guidance.
3. Disposition of files which were cutoff prior to 1979 shall be in accordance with the guidelines contained in this Manual (2000).
4. Specific instructions for the disposition of old records may be obtained by contacting the Standing Rock Sioux Tribe, Tribal Records Department, Fort Yates, North Dakota.

B. OBJECTIVE

1. The objectives of the Tribal records disposition program are to:
 - a. Preserve Tribal records of continuing value.
 - b. Destroy records of temporary value as soon as they have served the purpose for which they were created.
 - c. Improve the use of filing equipment and filing storage by removing non-current material from file cabinets.
2. The Records and Files Disposition Manual established a system for the effective organization, maintenance, and disposal of records. It provides Tribal personnel with guidelines and instructions necessary to implement the standards contained in this manual, authorized under the Indian Self-Determination and Education Assistance Act.
3. The system established in this Manual is designed for ease in proper maintenance of files, timely removal of inactive records, and concise related functions of file maintenance and records disposition by providing procedures for the management of records.
4. The major objectives of this Manual are to insure that records of continuing value are preserved and that records which have no current value are properly disposed of or retired to the Tribal Archives. The specific goals of the Manual are to:

- a. Ensure that the Standing Rock Sioux Tribe meets the statutory and regulatory requirements for the proper maintenance and disposition of Tribal records.
- b. To familiarize Tribal records staff/department with filing practices and principles that will enable the Standing Rock Sioux Tribe to function more effectively and efficiently, and to properly identify Tribal records for appropriate disposition.

C. POLICY

The policy of the Tribe is to provide for efficient, economical, and effective controls over creation, organization, maintenance, use and disposition of all Tribal records.

The Tribal Court is a separate branch of government as established by the Standing Rock Sioux Tribe's Constitution. Therefore, the Tribal Court shall be responsible for the development of its own Policy with regard to maintenance, access and disposition of Tribal Court Records.

D. RESPONSIBILITIES

1. The Tribal Records Department has the major responsibility for directing and coordinating the Tribal records program with the Tribal Archives and records administration and other entities as necessary.
2. Each department is responsible for insuring compliance with the provisions of the records disposition schedules and ascertaining that all records of the department are covered by appropriate disposal instructions, where necessary. Each department will review its files at least annually to determine whether the applicable schedules are adequate and being followed. Recommendations to add, delete, or change records disposition schedules will be made when reviews disclose:
 - a. Records series not covered by the schedules;
 - b. Items that should be deleted from the schedules because the records involved are no longer being created or maintained.
 - c. Retention periods which need to be changed. Changes should be recommended only when the need is clearly indicated and justifies.
3. Proposed records disposition schedule decisions are initiated by the individual responsible for the records series. Assistance may be requested from the local Tribal Records Department supervisor.

4. The Standing Rock Sioux Tribe, Tribal Records Department has the responsibility for Tribal wide files maintenance and records management program direction, coordination, and technical service. This responsibility includes the following functions:

- a. Planning, formulation, and prescribed basic files maintenance and records disposition policies, standards, and procedures.
- b. Providing assistance to all organizational levels, in the analysis of the procedures prescribed in the Manual to meet the operating needs of the Tribe.
- c. Inspecting and evaluating the system at all organizational levels for conformance with the prescribed procedures and advising the appropriate officials of findings and recommendations for improvement.
- d. Serving as liaison with the National Archives and Tribal Administration and other agencies on matters relating to records management.
- e. Serving as repository for District records.

5. The Standing Rock Sioux Tribal Records Department provides services to all Tribal programs and departments. See appendix A for a list the Tribal programs. Within their areas of jurisdiction, Department Directors or Supervisors are ultimately responsible for implementation of the provisions of this Manual. .

6. The Standing Rock Sioux Tribal Records Department is responsible for :

- (a) administering all phases of records management and files operations at the Tribal level;
- (b) providing records management advice and assistance to Tribal organizations, and districts as requested;
- (c) insuring the conduct of an annual inspection. This responsibility includes receiving and consolidating reports from program offices and submitting reports to the Tribal Records Department;
- (d) proposing amendments to this Manual for Tribal Council action; and
- (e) updating Appendix A as changes become necessary, without Tribal Council action.

E. TRIBAL RECORDS POLICY

1. All information received, all documents created or compiled by the officers and employees of the Standing Rock Sioux Tribe are the property of the Tribe. No Tribal official or Tribal employee has, by virtue of his/her position, any personal or property right to this material even though he/she may have helped develop or compile it. The unlawful destruction, removal, dissemination and use of Tribal records is prohibited by Tribal law.

2. Every official and employee who is involved in the development, operation, or maintenance of a records system relating to an individual, or who has access to such a system, shall become familiar with the requirements of this Tribal Records Policy.

3. Nothing in this Policy shall prevent Tribal Programs and Departments from sharing or having access to files contained in the Department, provided such sharing or access is within the scope of employment and not used for personal information gathering.

4. In accordance with this manual, the term "record" means any item, collection, or grouping of information about an individual that is maintained by the Tribe, or a Tribal Department. This includes, but is not limited to, information with regard to an individual's personal history, education, financial transactions, medical history, and employment history and which contains his/her name or an enrollment number, social security number, or other identifying particular assigned to the individual, such as a finger print, voice print, or photograph. The term "records" also applies to information maintained in electronic format.

F. TRIBAL PRIVACY POLICY

1. This Tribal Privacy Policy mandates that no personal information, personnel or other Tribal records set forth in the Tribal Department Listing, Appendix A, and referenced as "Confidential" or "Restricted" may be disclosed or disseminated except under conditions specified by law or this Manual. All information is to be safeguard against unauthorized disclosure.

2. Any employee who knowingly and/or willfully makes an unauthorized disclosure of records subject to this Policy Act, or who willfully maintains a system of records without meeting notice requirements, as found in Section (G) could be terminated from employment, prosecuted for criminal mischief and if found guilty, sentenced to thirty (30) days in jail and/or fined up to \$500. Elected officials who are not employees of the Tribe shall be subject to removal proceedings as contained in the appropriate appointing or electing ordinances or By-laws.

3. The Tribe shall publish appropriate administration, technical, and physical safeguards to ensure the security and confidentiality of records containing personal information. The Tribe has interpreted this to mean that records containing personal information must be stored in locked metal file cabinets or locked rooms. Contractors or consultants performing services for the Tribe are to insure that the integrity of the information utilized or gathered by the contractor or consultant is maintained.

4. Every individual who applies for Tribal employment or employee who appeals an adverse personnel decision through the Human Resource Department, the Tribe's Selection Committee, the Administrative Review Committee and Grievance Committee is hereby deemed to consent to personal information being reviewed by the appropriate committee.

This section does not provide authority to withhold information from Tribal Council, when a request from the Tribal Council is made and the request or use of a Tribal record involves the consent of the person identified in the record and is utilized in Executive Session of the Tribal Council. The use of such information in Executive Session must always remain confidential and cannot be disclosed without the consent of the person to whom the information pertains.

G. TRIBAL FREEDOM OF INFORMATION POLICY

1. All documents, created or compiled by the Tribal officers or employees of the Standing Rock Sioux Tribe are the property of the Tribe. No Tribal official or employee has, by virtue of his/her position, any personal or property right to this material. Access to Tribal records is governed by this Tribal Freedom of Information Policy.

2. The Tribe and each Tribal department under the Tribe, shall make available for public inspection and copying:

- (a) Statements of Policy and Interpretations which have been adopted by the Tribe or Tribal department;
- (b) Tribal Council Resolutions, Motions or Minutes and attachments if introduced in Tribal council, except enrollment or adoption information;
- (c) Administrative staff manuals and instructions to staff that affect a member of the public;
- (d) Organizational charts;
- (e) Copies of all records, regardless of form or format that have been previously released to the public; and
- (f) Copies of all budgets approved by the Tribal Council, including any

attachments of the Tribe or Tribal departments that have been presented to Tribal council and approved, except Financial Reports of the Casinos which shall be allowed to be viewed only and not copied by the public.

- (g) Contract information between the Tribe and the Bureau of Indian Affairs, Indian health Service, entered into pursuant to the Indian Self-Determination and Education Assistance Act, found at 25 U.S.C. §450, et. seq, including budgets associated with the contract.

For purposes of this Manual and Policy, the public shall mean only enrolled members of the Standing Rock Sioux Tribe.

- 1. **Exceptions:** This Section does not apply to matters that are:
 - (a) Related solely to the internal personnel rules and practices of the Tribe or Tribal Department, including inter-office or intra-office memoranda dealing with personnel;
 - (b) Commercial or financial information of the Tribe, relating to loans made by the Tribe or co-signed by the Tribe, unless such loan information has previously been provided to members of the Tribal Council and specifically approved by the Tribal Council in open session;
 - (c) Records maintained by the Standing Rock Sioux Tribal Gaming Commission and Department;
 - (d) Monthly financial report of the Tribe's Class III Gaming establishments.
 - (e) Personnel and medical files and similar files the disclosure of which would clearly constitute an unwarranted invasion of personal privacy;
 - (f) Any Enrollment information;
 - (g) Legal Correspondence, which is clearly marked "Legal Correspondence-Privileged and Confidential", that is provided to the Tribe or Tribal Department pursuant to the attorney-client privilege, including the attorney's work product;
 - (h) Records compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information:
 - (1) could reasonably be expected to interfere with enforcement proceedings,
 - (2) would deprive a person of a right to a fair trial or an impartial adjudication,

- (3) could reasonably be expected to disclose the identity of a Confidential source, including a federal, local tribal or state agency or authority or any private institution which furnished information on a confidential basis, and in the case of a record or information compiled by a criminal law enforcement authority in the course of a criminal investigation or by an agency conducting a lawful security intelligence investigation, information furnished by a confidential source,
- (4) would disclose techniques and procedures for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or
- (5) could reasonably be expected to endanger the life or physical safety of any individual;
- (l) Information contained in or related to examination, operating or condition reports prepared by, on behalf of or for the use of a tribal department responsible for the regulation or supervision of financial institutions; or
- (j) records of the finance department that do contain identifying information of an individual, unless approved for release is authorized by federal law.
- (k) Geological and geophysical information and data, including maps, concerning wells, stock dams, archaeological, paleontological or cultural sites.

The exception in this Section does not constitute authority to withhold information from Tribal Council, when such a request involves the consent of the person identified in the record or is otherwise authorized pursuant to tribal or federal law.

H. ACCESS TO RECORDS

1. In making any records available to a person, the tribe shall provide the records in any form or format, if the record is readily reproducible.
2. The person making the request for records shall pay the expenses of reproducing the record and must provide the cost of reproduction at the time the records are provided to the requestor.
3. Requests for verbatim recording of tribal council proceedings shall be made available, provided the technology is available to the Tribe or the Tribe has developed a system to insure the integrity of the recording is maintained. Expenses for providing verbatim proceedings shall be paid by the requestor.

4. In making a determination to grant access, Tribal law, Federal law, or other applicable law shall be utilized in addition to this Policy.

I. APPEALS

1. Any member of the Public shall have the right to appeal in writing, a decision of the person or Tribal department that has denied the member of the public access to a Tribal record. The appeal must be in writing and submitted to the Chairman's office within ten (10) working days that the member received written notice from the person or Tribal department denying access to the record. The Appeal must state the type of record sought, the date the member of the public received notice of denial and grounds or reasons why access to the record should be disclosed

2. The Chairman's Office shall forward copies of the Appeal to the person or Tribal Department Director who denied access for a written response to the Appeal.

3. The Chairman's Office shall have five (5) working days to forward copies of the Appeal to the appropriate personnel.

4. The person or Tribal Department Director must respond to the Appeal within ten (10) working days of receipt of the Appeal.

5. The Appeal and Response shall then be forwarded to the Tribe's Legal Department for a legal opinion of whether the Appeal shall be granted or denied. The Legal Department shall have five (5) working days to file the Legal Opinion with the Chairman's office.

6. Upon receipt of the Appeal, Response and Legal Opinion, the Chairman's office, in consultation with other Tribal officials, will issue its ruling on the Appeal and whether or not access shall be granted or denied. The decision of whether or not to uphold the decision to affirm denial or reverse denial must be made and provided to the member seeking access within ten (10) days. The Decision of the Chairman's office is final and may not be appealed to Tribal Council.

CHAPTER 2 DEVELOPING A FILE SYSTEM

A. CATEGORIES OF BASIC FILES

The basic files that are addressed in this handbook are:

1. GENERAL ADMINISTRATIVE FILES.

These are temporary records that are common to all offices and have only a short term value. Many of these files are kept as a convenience to personnel. Because they are kept for only a short time, some have no special filing arrangement. The retention of these files is not required by law or regulation and should, therefore, be destroyed when they are superseded, expired, or no longer needed for reference. For purposes of this section, some examples of temporary materials are:

- a. Printed or processed materials such as pamphlets, newsletters, catalogs, and circulars.
- b. Papers which do not have any documentary or evidential value after their contents are incorporated into other documents. These papers include drafts, short hand notes, worksheets, etc.
- c. Copies of documents received from other offices and are maintained for informational and/or reference purposes.
- d. Temporary correspondence materials:
 - (1) Consists of correspondence pertaining to program subjects for which another office is directly responsible. Copies of memoranda relative to finance, personnel, facilities and other administrative functions are examples of temporary correspondence. Files of this nature are common to most offices and are kept for "housekeeping" purposes.
 - (2) Consist of correspondence copies, they are non record temporary files and should be kept to a minimum since their retention is not required by law. The record copy of the correspondence is the surname copy and is maintained by the originating office.
 - (3) Temporary correspondence materials of this nature fall under the definition of a "General Administrative File" and will be filed under the file name of temporary correspondence and the file number of.

2. DEPARTMENT FILES

a. Department files contain material relating to a specific event, person organization or location. A department file documents a series of transactions from beginning to end and may cover more than one subject about the file or project. Files are often cut off when final action on a project occurs. Examples of cutoff points for these files are:

1. Termination or completion of a project.
2. Final payment or other transaction
3. Expiration of an event
4. Separation of personnel.

b. Department files document the action, responsibilities, and functions of an office. These offices are the holders of the Tribe's official records.

c. Correspondence relating to a department file shall be maintained in the file folder. This correspondence will document the primary functions and responsibilities of an office. A general rule is that the office which originated correspondence retains the record copy.

B. RECORDS BY FUNCTION

For purposes of this manual the Standing Rock Sioux Tribal Departments have been divided into the following major program areas. These areas are as follows:

1. ADMINISTRATIVE
2. FINANCE
3. TRIBAL RECORDS
4. CHILDREN-RELATED DEPARTMENTS

C. DISPOSITION SCHEDULES

Disposition schedules are instructions on what materials are to be included within records; how the material is to be filed; when the file is to be closed; and how long it must be retained once it has closed.

D. DEVELOPING A FILE SYSTEM

1. Contact the Tribal Records Department to determine if a files maintenance and a disposition plan (File plan) has previously been developed for the office. If so, obtain a copy and review the plan to see if the files listed are still relevant to the files on hand.
2. When several folders constitute one record, consolidate in one file.

CHAPTER 3 FILE MAINTENANCE

A. FILE MAINTENANCE

The orderly appearance and efficiency of any file depends on the use and arrangement of folders.

B. CONFIDENTIAL RECORDS

1. File confidential records separately as required by the Tribal Privacy Policy.

C. RECORDS SUBJECT TO OTHER DISPOSITION AUTHORITIES

1. Personnel records are subject to office of personnel management disposition authority. The personnel office will keep a file three (3) years after separation from employment, computed from the final date of separation. After the three (3) year period, the file will be destroyed. For assistance in matters regarding these records, contact the Tribal Records Department.

2. The Tribal Court will keep files on record in accordance the retention and disposition schedules as are developed by the Tribal Court. The Tribal Court shall develop and forward its retention and disposition schedule to the Records Department.

3. Child Protection Service Records shall be maintain until the child turns eighteen (18), at which time the file should be sealed and forwarded to the Tribal Records Department.

4. Enrollment Records shall be maintained permanently.

- Enrollment records of enrolled members who are alive shall be maintained by the Enrollment Department.
- Once an enrolled member is deceased, the Enrollment Department shall be forward the record to the Tribal Records Department.

5. Land Records shall be maintained with the Tribe's Department of Land Management.

CHAPTER 4 FILE MAINTENANCE AND DISPOSITION

A. PURPOSE

This Chapter shall provide for file maintenance and disposition procedures plan is to facilitate filing and reference service, to assist in training new personnel, and to eliminate the need for constant referral to the disposition schedule.

B. FILE MAINTENANCE

1. Each Tribal department shall maintain their own file maintenance system in accordance with each department's internal needs. All files must be maintained in an orderly fashion.

CHAPTER 5 PROCEDURES FOR RECORD TRANSFER

INTRODUCTION

Tribal law requires proper authorization by the Tribal Records Department to destroy or retire Tribal government records. The disposition of records occurs after the expiration of a specified period of time or after a specified event. The "disposition" includes the retirement, transfer or destruction of records.

A. RETIREMENT

Records are considered "retired" when they are sent the Tribal Records Department (TRD) for storage and ultimate destruction or retention.

B. DISPOSITION

Disposition includes the destruction, transfer or a change of custody of records from one department to the Tribal Records Department. Transfer of records to the Tribal Records Department Supervisor must be approved by the Department Supervisor.

C. DESTRUCTION

The destruction of records is the physical destruction of the records material. Records authorized for destruction in accordance with this manual shall be:

1. Destroyed by shredding, pulping or burning when the action is necessary to avoid disclosure of information.

CHAPTER 6

RECORDS DISPOSITION FOR SPECIAL SITUATIONS

A. PROCEDURES FOR TERMINATING OFFICES

1. When notified that a Tribal program, or any of its components, will be terminated, the Tribal Records Department Supervisor must ensure the orderly disposition of the Tribal program records. Records include all recorded information regardless of physical form. Although most records are paper documents (including record sets of Tribal publication), records may also appear in other forms such as photographs, maps, microfilm, motion pictures, sound recordings, and computer tapes.
2. Official records of a terminating office must be protected until transfer to the Tribal Records Department. It is essential to remind all Tribal employees that Tribal law imposes severe penalties for the unauthorized destruction or removal of Tribal government records.
3. When terminating a major activity, office, department or program, take the following actions:
 - a. Identify personal papers and segregate them from Tribal records. Ensure that only personal papers are removed from Tribal custody.
 - b. Separate those records which have continuing administrative, legal or fiscal value. When appropriate, these records along with a file plan should be transferred to Tribal Records Department.
 - c. If records have not met their retention dates and will not be destroyed within three years of receipt, they should be transferred to the Tribal Records Department for storage until they become eligible for destruction.
 - d. Prepare scheduled permanent records for transfer to the Tribal Records Department.

B. SPECIAL RECORDS

1. Tribal records are held in offices as long as they are required for active administrative purposes.
2. Tribal records dating from 1800 to within the previous 25 years from the current calendar year that are found in any Tribal installation or other storage area, must be sent to the Tribal Records Department as soon as possible.

C. TRIBAL RECORDS MAINTAINED BY TRIBAL CONTRACTORS

Records generated and maintained for the conduct of operating a Tribal program are still the property of the Tribe even through they may be maintained by a Tribal contractor/consultant. For this reason, Tribal contractors/consultants are required to forward Tribal records to the Tribal Records Department at the conclusion of the contract period.

D. MICROFILMED RECORDS

1. Certain records may be selected for microfilming. After the microfilm is verified for completeness and accuracy, the original documents should be transferred to the Tribal Records Department for the retention period described in the schedule. The microfilm copies can be used as working files and destroyed when superseded, obsolete, or no longer needed for reference. However, if the original documents are destroyed before they are transferred to the Tribal Records Department, then the original microfilm becomes the record copy. In this case, the same file number will apply.
2. Office storage cabinets do not provide adequate protection of documents against natural elements such as temperature changes, aridity, humidity, and exposure to light. Over a period of time, records stored under these conditions will deteriorate by fading or becoming brittle. For these reasons, historical documents that are continually active over a long period of time are to be microfilmed and the originals transferred to the Tribal Records Department, where they will be stored in temperature and humidity controlled rooms.
3. Documents can either be retrieved or the Tribal Records Department will make copies and certify them upon request. Copies certified by the Tribal Records Department are acceptable in court proceedings.

E. SIGNIFICANT RECORDS

Records of significance which are used regularly should be copied (paper copied, CD-ROM's, microfilm/microfished, automated or similar media) for daily work use. The use of copies for everyday work copies will save wear and tear on the originals and aid in their preservation.

F. AUTOMATED RECORDS

The Tribe will establish written procedures for the backup and storage of documents, records, or data used in an automated system (microfilm, CD-ROM's, tapes, etc.).

G. COPIES OF RECORDS

1. All copies (including automated, microfilmed or microfished data) of records must be disposed according to the disposition schedule of this manual.
2. All copies of records which fall under the Tribal Privacy Policy shall be maintained in accordance with the Policy requirements. See the Tribal Privacy Policy for additional information.

CHAPTER 7 ANNUAL RECORDS REPORT AND INSPECTIONS

A. ANNUAL REPORT

1. As of September 30, each year, a report on the volume of records on hand and the volume disposed or transferred during the year is required from the Tribal Records Department. This information is used as a management tool in determining the volume of records held by the Tribe. Therefore all records that are transferred or destroyed during the year must be reported.
2. The Annual Report is to be submitted to the Tribe's Judicial Committee.

B. INSPECTIONS

1. The Tribal Records Department Supervisor shall insure that an annual inspection of records is completed.

CHAPTER 8 HANDBOOK REVISIONS, TRAINING AND TECHNICAL ASSISTANCE

A. RESPONSIBILITIES

1. The Tribal Records Department is responsible for:
 - a. The management of the Tribal Records Program, its review and coordination.
 - b. The development, preparation, revision and updating of the Records and Retention Manual.

B. TRAINING OF NEW STAFF

Training for the Tribal records and retention manual should be provided to all new staff within the first thirty (30) days of reporting for duty. Training may be obtained by contacting the Tribal Records Department Supervisor.

C. INVENTORY

1. The Tribal Records Department shall keep an inventory of all records within the Department.

APPENDIX A

SRST RECORDS & FILES DISPOSITION PLAN Standing Rock Tribal Programs

No.	Program Name	Director/Supervisor	Telephone No.	File Content
1.	Ambulance	Dean Pegor	701-854-3451	Confidential
2	Administration	Cynthia Moore	701 854-7560	Confidential
3	Business Equity Loan	Vacant	701 854-3613	
4	CDBG	Gillard White	605 823-4136	
5	Chemical Prevention	Duane Silk	701 854-7219	Confidential
6	Child Care Assistance	Jackie Brown Otter	701 854-3646	Confidential
7	Child Protection	Tracy Many Wounds	701 854-3451	Confidential
8	CHR	John Eagle Shield	701 854-3856	Confidential
9	Constitution Revision Proj.	Dellis Agard	701 854-2132	Confidential
10	Contracting	Monique Rainbow	701 854-7469	Restricted
11	Diabetes	John Buckley	701 854-7132	Restricted
12	Early Childhood Tracking	George Starr	701 854-3678	Confidential
13	Economic Development	Brent Kary	701 854-3698	
14	Election	Dellis Agard	701 854-3719	Confidential
15	Elderly Protection	Ken John Red Bear	701 854-3752	Confidential
16	Environmental Health	Bill Sherwood	701 854-3649	
17	EPA	Robert Buffalo Boy	701 854-3823	
18	Finance	Larry Luger	701 854-7231	Restricted
19	Food Distribution	Charles Gates	701 854-7238	Restricted
20	Gaming Department	Wilbur Red Tomahawk	701 854-3830	Restricted
21	Game & Fish Animal Control	Jeff Kelly	701 854-7236	Confidential
22	Health Education	Lois White Eagle	701 854-7281	Restricted
23	Healthy Start			Confidential
24	Tribal Health	Emmett White Temple	701 854-7206	Restricted
25	Higher Education	Mary Rousseau	701 854-2073	Confidential
26	JTAC	Ione Gayton	701 854-4306	Restricted

No.	Program Name	Director/Supervisor	Telephone No.	File Content
27	JOM	Walter One Feather	701 854-7525	Confidential
28	Legal Department	Eric Antoine	701 854-2025	Confidential
29	LIHEAP	Irma Walking Elk	701 854-7588	Restricted
30	MR & I /OMR	Ralph Walker	701 854-7477	Restricted
31	Maintenance	Lawrence Bendickson	701 854-7679	Restricted
32	MIS Computer Specialist	Luanne Poitra	701 854-8550	Restricted
33	NFE	Luella Harrison	701 854-3846	Confidential
34	Personal/Human Resources	June Goodleft	701 854-3826	Confidential
35.	Property & Supply	Roberta Ramsey	701-854-7231	Restricted
36.	Recording	Darlene Morsette	701-854-8500	Restricted
37.	Regional Prevention Office	John Eagle Sr.	701-854-3445	Restricted
38.	Research Department	Susan Agard	701-854-7188	Confidential
39	Reservation Resources	Joan Marie King	701 854-7214	Restricted
40.	Safety of Dams	Joe Smith	701 854-7214	Restricted
41.	Short Term Loan Program	Edith Rhoades	701 854-7231	Confidential
42.	SR Farms	Everett Iron Eyes	701 854-7587	Restricted
43.	Tobacco Prevention	Tammy Red Tomahawk	701 854-2131	Restricted
44.	Tax Department	Elaine McLaughlin	701 854-7340	Confidential
45.	Tourism	Ladonna Allard	701 854-8500	Restricted
46.	TERO	Vacant	701 854-7295	Restricted
47.	Transportation	Pete Red Tomahawk	701 854-7400	Restricted
48.	THPO	Tim Mentz	701 854-2120	Confidential
49.	TWEP/NEW	Kathy Vallee	701 854-7207	Restricted
50.	SR Utility	Mark White Bull	701 854-7265	Restricted
51.	Veterans Program	Wenelle Veit	701 854-2077	Confidential
52.	WIA	Cheryl Penny	701 854-3874	Restricted
53.	WIC	Irene Lawrence	701 854-7263	Confidential
53.	Water Resources	Joe Smith	701 854-7214	Restricted
55.	Youth Wellness	Margaret Gates	701 854-7143	Confidential
56.	0-5 Program		701 854-3457	Confidential